

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office
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In reply refer to:

1400-410 (P)

CA-944

EMS TRANSMISSION: 10/12/00

Instruction Memorandum No. CA-2001-004

Expires: 09/30/2002

To: All DSDs, CDD DM, Field Managers

From: State Director

Subject: Training Needs Assessment for Business and
Fiscal Automated Systems

DD: 11/17/00, 11/30/00

During efforts this past fiscal year to monitor financial expenditures and workload/performance measures accomplishments, it has become apparent that training in certain business and fiscal automated systems is needed and desired in California by a wide range of personnel at all organization levels. As the Bureau continues its development and utilization of these systems to manage business, it is to our advantage to be as proficient as possible in accessing and using this decision-support information. The purpose of this memorandum is to provide managers the opportunity to assess and make known their training needs for these automated systems.

This training needs assessment is being conducted for several major systems which include all six modules contained in the Management Information System (MIS), i.e., Customer Research, Budget and Fund Status (FMIS), Billings and Collections (CBS), Managerial Cost Data (ABC), Performance and Workload Measures, and Property, Space and Vehicle Data. Since Brio software is used to access and manipulate data in five of the six MIS modules, it is also included in the assessment. Other selected business systems are the Federal Financial System (FFS), Federal Personnel and Payroll System (FPPS), IDEAS (automated acquisition and procurement system), and EAGLS (automated system for credit cards).

We believe that training needs statewide can be met more effectively and efficiently by providing and scheduling training in line with employees' identified needs and desires. The attached form is provided to assist DSDs and Field Managers in identifying their training needs for the selected systems and employee skill levels. Field Managers are asked to submit their needs assessment information to the appropriate Regional/District Administration Officer by **November 17, 2000** for consolidation and transmittal to the State Office Budget Staff (CA-944) by **November 30, 2000**.

Deputy State Directors may submit their needs directly to the Budget Staff. The information submitted will be analyzed with the goal of developing and distributing a training schedule that makes maximum use of existing training facilities at the State Office and Bakersfield Field Office. Managers should anticipate that travel and per diem costs of training participants will be paid by their home office.

Questions concerning this training needs assessment can be directed to your Regional/District Administration Officer or the State Office Budget Staff.

Signed
Mike Pool
State Director

Authenticated
Liza Raymundo
Records Management

1 Attachment:
Training Needs Assessment Form (1pp)

cc: Kathy Simmons (CA-310)
Carol Bustos (CA-160)
Gail Laconico (CA-610)